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AUTHOR	Miles, Curtis
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ABSTRACT

This textbook contains information and activities designed to help college students develop the following generalized competencies that are critical to job success and satisfaction in the 21st century: learns; thinks reflectively; manages time; manages stress; sets goals; solves problems; demonstrates interdependence; thinks systematically; solves problems systematically; deals with others; works in teams; leads; adapts to change; acts responsibly; acts dependably; acts ethically; and demonstrates motivation. Chapter 1 provides an overview of the key competencies for success in the 21st century and the process of assessing one's preparedness for becoming a mindful worker. A solution-oriented problem-solving technique and a cause-oriented problem-solving process are detailed in chapters 2 and 3. Discussed in chapter 4 are metacognition, goal setting, time management, stress management, and the process of taking charge of one's behavior by making individualized competency maps. The following topics are examined in chapters 5-7: teamwork and leadership; personality traits (flexibility, dependability, responsibility, honesty, and motivation); and information processing and learning on the job. The final chapter is devoted to improving oneself as a mindful worker. Numerous individual and group activities, simulations, checklists, and self-assessment questionnaires are included throughout the textbook. Summaries and review questions conclude each chapter. (MN)

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